

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2008 PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012
Annual Plan for Fiscal Year 2008

IA 004v01 Ottumwa Housing Authority

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: OTTUMWA HOUSING AUTHORITY

PHA Number: IA004

PHA Fiscal Year Beginning: 04/2008

PHA Programs Administered:

☒ **Public Housing and Section 8** ☐ **Section 8 Only** ☐ **Public Housing Only**
Number of public housing units: **359** Number of S8 units: Number of public housing units:
Number of S8 units: **237**

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices
☐ Main administrative office of the local government
☐ Main administrative office of the County government
☐ Main administrative office of the State government
☐ Public library
☐ PHA website

☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2008 - 2012
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development:
To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
Continue on-going efforts to maintain 100% occupancy with short waiting lists for hi-rises.
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
Continue on-going efforts to meet all requirements necessary to be eligible for high performer status.
- ☒ Improve voucher management: (SEMAP score)
Continue to maintain lease-up rate using all funds provided.

☒ Increase customer satisfaction:
Work with resident groups in addressing their concerns identified with the RASS surveys.

- ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☒ *Implement public housing site-based waiting lists:*
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ *Implement public housing security improvements:*
- ☒ *Designate developments or buildings for particular resident groups (elderly, persons with disabilities)*
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:
 - ☐ Provide or attract supportive services to improve assistance recipients' employability:
 - ☒ *Provide or attract supportive services to increase independence for the elderly or families with disabilities.*
 - ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: ***Participate in the Ottumwa Diversity Group meetings dealing with challenges facing new Iowans. Support existing interpreters by offering flexible work hours. OHA continues to use self-employed interpreters as needed. These three groups are considered additional protected groups in Iowa: Creed, gender identity, and sexual orientation.***
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 20 08

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.



Standard Plan



Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Ottumwa Housing Authority will be following using the standard plan for its business as a housing authority during the fiscal year ending March 31, 2009. The Ottumwa Housing Authority will receive calendar year (CY2008) funding for the Public Housing Operating Subsidy and the Housing Choice Voucher Programs.

Residents of the Ottumwa Housing Authority and Ottumwa Housing Authority staff provided information to create this plan to maintain quality public housing buildings and housing services for public housing residents and Section 8 Housing Choice Voucher participants. Resident groups that participated in the annual plan process provided Ottumwa Housing Authority staff feedback during the last year about identified work items to improve their living environment which were included in the 2007 annual plan and the five year action plan. The resident groups that participated in the 2008 annual plan process assisted in evaluating any needed changes for 2008 and provided building modernization work items recommendations and management improvement recommendations.

The public housing programs will continue to house elderly and disabled families in the hi-rises and families with children in our scattered family sites. The waiting list will be on a “first come – first served” basis with the applicant being able to select the site that would be the most advantageous to them. Rents will be calculated at 30% of adjusted income with a minimum of \$25 and flat rents for the maximum rent paid based on comparisons to the local market and the HUD provided Fair Market Rents. The Ottumwa Housing Authority will continue to charge an excess utility charge for air conditioning based on the electric utility rate increases during the past year’s cooling season. The flat rents will be revised upward to include the additional electric costs and reflect the increases in local rental market.

The Ottumwa Housing Authority has received approval from the Department of Housing and Urban Development to maintain a site based waiting list and continues to refine this process. The Ottumwa Housing Authority continues to research the opportunity to apply for senior-only designated housing at Westgate Towers or Southoak Towers by requesting approval from the HUD Special Applications Center. Camelot Towers will continue to offer housing opportunities for the elderly and disabled. Security services and the Elderly Services Coordinator are tools used to support a mixed population of residents at Camelot Towers.

The Section 8 Housing Choice Voucher Program will continue to house all types of families. The waiting list will be on a “first come – first served” basis and rents will be calculated at 30 % of adjusted income with a minimum of \$25. Payment standard will be based on 100% of the Fair Market Rents as established by the U. S. Department of Housing and Urban Development. The Ottumwa Housing Authority has made progress in our efforts to use all of the Section 8 units as funding is available. Rental property is not always available in such numbers that Section 8 voucher

holders can easily access the existing rentals that can meet the HQS guidelines. Ottumwa Housing Authority staff continues to assist Housing Choice Voucher holders by providing a contact list of landlords interested in renting to participants on the voucher program. The ratio of applicants wanting to use vouchers in relationship to the number of families being able to use their voucher to lease up on the voucher program has increased steadily. The housing authority continues to work with new landlords to create opportunities for Section 8 Housing Choice Voucher holders to become participants on the program as renters.

The waiting lists for all our housing programs has continued the pattern that began last year with more apartment turnovers compared to the Ottumwa Housing Authority's history. The increased turnover on the public housing program has reduced the time waiting. Efforts of outreach include increased advertising beyond the local newspaper in the shopper type paper mailed directly to each household in Wapello County and surrounding counties. Ottumwa Housing Authority staff has continue to inform other service agencies in the community of the housing choices offered. Advertising has provided limited success with our residents and participants being our best spokespersons and sources of referrals.

This is a brief overview of the information that is included in the Annual Plan for fiscal year 2008 and 5-year action plan for fiscal years 2008-2012. If you have questions after reviewing this plan, feel free to contact the Ottumwa Housing Authority at 935 West Main, Ottumwa, IA 52501.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]_Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

REQUIRED ATTACHMENTS:	PAGE
<input type="checkbox"/> Admissions Policy for Deconcentration	n/a
<input checked="" type="checkbox"/> Attachment A: PHA Management Organizational Chart	43
<input type="checkbox"/> Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	n/a
<input checked="" type="checkbox"/> Attachment B: FY 2008 Capital Fund Program Annual Statement	Table Library
<input checked="" type="checkbox"/> Attachment C: FY 2008 Capital Fund Program 5 Year Action Plan	Table Library
<input checked="" type="checkbox"/> Attachment D: FY 2007 Capital Fund P&E	Table Library
<input checked="" type="checkbox"/> Attachment E: FY 2006 Capital Fund P&E	Table Library
<input checked="" type="checkbox"/> Attachment F: FY 2005 Fund Capital Fund P&E	Table Library
<input checked="" type="checkbox"/> Attachment G: FY 2004 Fund Capital Fund P&E	Table Library
<input type="checkbox"/> Public Housing Drug Elimination Program (PHDEP) Plan	n/a
<input checked="" type="checkbox"/> Attachment H: List of Resident Advisory Board Members	Table Library
<input checked="" type="checkbox"/> Attachment I: List of Resident Board Member	Table Library
<input checked="" type="checkbox"/> Attachment J: Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	Table Library
<input checked="" type="checkbox"/> Attachment K: Community Service & Self-Sufficiency	Table Library
<input checked="" type="checkbox"/> Attachment L: Pet Policy	Table Library
<input type="checkbox"/> Section 8 Homeownership Capacity Statement, if applicable	n/a
<input type="checkbox"/> Description of Homeownership Programs, if applicable	n/a
<input checked="" type="checkbox"/> Attachment M: Upfront Income Verification (UIV) Certification	Table Library
<input checked="" type="checkbox"/> Attachment N: Public Housing Asset Management	Table Library
<input checked="" type="checkbox"/> Attachment O: Assessment of Site-Based Waiting List Development Demographic Characteristics	Table Library
<input checked="" type="checkbox"/> Attachment P: Violence Against Women Act (VAWA) Policy	Table Library
OPTIONAL ATTACHMENTS:	
<input type="checkbox"/> Public Housing Drug Elimination Program (PHDEP) Plan	n/a
<input type="checkbox"/> Other (List below, providing each attachment name)	n/a

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<input checked="" type="checkbox"/>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
<input checked="" type="checkbox"/>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<input checked="" type="checkbox"/>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	income mixing analysis	
<input checked="" type="checkbox"/>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<input checked="" type="checkbox"/>	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
n/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
n/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<input checked="" type="checkbox"/>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
n/a	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
n/a	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
n/a	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
n/a	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<input checked="" type="checkbox"/>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<input type="checkbox"/>	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	771	5	5	4	2	2	3
Income >30% but <=50% of AMI	182	5	4	5	3	3	4
Income >50% but <80% of AMI	118	2	2	3	3	5	3
Elderly	61	4	1	3	4	5	3
Families with Disabilities	81	4	4	4	5	4	4
Race/African American	23						
Race/Indian Alaskan	2						
Race/Hispanic	13						

n/a=no information

1-5 1=no impact 5=severe impact

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: : *U.S. Census Bureau American Fact finder*
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	160		100%
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	42	26%	
Elderly families	59	37%	
Families with Disabilities	46	29%	
Singles/Couples	13	8%	
Race/ethnicity	4	3%	

Housing Needs of Families on the Waiting List			
Hispanic			
Race/ethnicity White	152	95%	
Race/ethnicity Black	7	4%	
Race/ethnicity Indian/Alaskan	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	113	70%	100%
2 BR	38	24%	100%
3 BR	9	6%	100%
4 BR	0		
5 BR	0		
5+ BR	0		
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes: How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	140		100%
Extremely low income <=30% AMI			
Very low income >30% but <=50% AMI			
Low income >50% but <80% AMI			
Families with children	102	73%	
Elderly families	3	2%	
Families with Disabilities	35	25%	
Singles/Couples			
Race/ethnicity Hispanic	9	6%	
Race/ethnicity White	123	88%	

Housing Needs of Families on the Waiting List			
Race/ethnicity Black	16	11%	
Race/ethnicity Indian/Alaskan	1	1%	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ *Employ effective maintenance and management policies to minimize the number of public housing units off-line*
- ☒ *Reduce turnover time for vacated public housing units*
- ☒ *Reduce time to renovate public housing units*
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ *Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction*
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ *Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration*
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ *Funding constraints*
- ☒ *Staffing constraints*
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government

- ☒ *Results of consultation with residents and the Resident Advisory Board*
☐ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	405,770	
b) Public Housing Capital Fund	455,956	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	715,222	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2007 Capital Fund Program	418,084	
3. Public Housing Dwelling Rental Income	916,200	
4. Other income (list below)	28,000	
5. Non-federal sources (list below)	0	
Total resources	2,939,232	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)

☐ When families are within a certain time of being offered a unit: (state time)

☒ ***Other: (describe)***

Applicants are processed as the demand requires by apartment turnover in Public Housing Program or replacing participants on the Section 8 Housing Choice Voucher Program. Currently applicants are contacted to start from one month before being offered housing assistance.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ ***Criminal or Drug-related activity***

☒ ***Rental history***

☐ Housekeeping

☐ Other (describe)

c. ☒ Yes ☐ No: ***Does the PHA request criminal records from local law enforcement agencies for screening purposes?***

d. ☒ Yes ☐ No: ***Does the PHA request criminal records from State law enforcement agencies for screening purposes?***

e. ☐ Yes ☒ No: ***Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)***

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☒ ***Community-wide list***

Family apartment sites are scattered and are offered as applicants are processed.

Applicants for the scattered family sites will be housed based on City of Ottumwa housing code and HUD regulations.

☐ Sub-jurisdictional lists

- ☒ Site-based waiting lists
Has been HUD approved to use a site based system for the three hi-rises due to our short waiting list. Applicants for Westgate, Southoak, and Camelot Towers must be 62 or older or a disabled adult over 18 years of age.
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? **Three-Camelot, Southoak & Westgate Towers.**

2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☒ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? **All**

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ **PHA main administrative office**
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ **One**
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
☒ ***Overhoused***
☒ ***Underhoused***
☒ ***Medical justification***
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ ***Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)***
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes

☒ Other preference(s) (list below)

Other preference(s) (list below)

At Family sites, waiting lists function on a first come-first offer basis for all five sites.

Only if and when use of designated housing for seniors approval is received from HUD Special Application Center will OHA apply these changes to its waiting list process:

At Camelot Towers, preference will be given to elderly and disabled families applying for mixed elderly public housing first. Second waiting list group to be offered will be the near-elderly (age 50-61) applicants and offered last to individuals and couples less than age 50 without disabilities.

At either Westgate Towers or Southoak Towers, the Ottumwa Housing Authority could apply for designated senior housing that allows elderly over the age of 62 to be offered first. Second waiting list group to be offered will be the near-elderly (age 50-61) applicants.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

2 Preference will be given to elderly and disabled families applying for the elderly public housing sites.

3 Near elderly age 50-61.

Former Federal preferences:

☒ **Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**

☐ Victims of domestic violence

☐ Substandard housing

☐ Homelessness

☐ High rent burden

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability

☐ Veterans and veterans' families

☐ Residents who live and/or work in the jurisdiction

☐ Those enrolled currently in educational, training, or upward mobility programs

☐ Households that contribute to meeting income goals (broad range of incomes)

☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☐ Victims of reprisals or hate crimes

☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
☒ **Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ ***The PHA-resident lease***
☒ ***The PHA's Admissions and (Continued) Occupancy policy***
☒ ***PHA briefing seminars or written materials***
☒ Other source (list)
Occupancy Rules, Pet Policy, Public Housing Charge Schedule.

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
☒ ***Any time family composition changes***
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

Sixty family apartments are located in five sites from the far west edge of to near the end of the eastern residential area. Family incomes were reviewed as an average of each of the five family sites. Average incomes for the 2- two bedroom sites were comparable and only the smallest of the 3-three bedroom sites was not comparable. The smallest three bedroom site only has four apartments so turnover of one family would greatly influence the average family income of this site. Based on our analysis of these families average income, we have determined that no concentrations of low income families exist.

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ ***Criminal and drug-related activity, more extensively than required by law or regulation***

Ottumwa Police Department Housing Officer assists in the processing of the criminal activity screenings.

- ☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ ***Criminal or drug-related activity***
☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ ***None***
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ ***PHA main administrative office***
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: ***Does the PHA give extensions on standard 60 -day period to search for a unit?***

If yes, state circumstances below:

Voucher holder could request up to two 30 day extensions consecutively for a total search period of 120 days.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ ***Involuntary Displacement (Disaster***, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- ☒ ***Involuntary Displacement (Disaster, Government Action, Action of Housing*** ☐
Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ ***Date and time of application***
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☒ ***Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements***

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ ***The Section 8 Administrative Plan***
☒ ***Briefing sessions and written materials***
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ ***The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)***

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25 ***Ottumwa Housing Authority minimum rent is \$25.00.***
☐ \$26-\$50

2. ☒ Yes ☐ No: ***Has the PHA adopted any discretionary minimum rent hardship exemption policies?***

3. If yes to question 2, list these policies below:

Residents may apply for an exemption to the minimum rent based on a medical hardship.

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ ***Yes for all developments***
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ ***For all developments***
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ ***Market comparability study***
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☒ ***Operating costs plus debt service***

- ☒ ***The “rental value” of the unit***
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☒ ***Any time the family experiences an income increase***
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
☒ ***Survey of rents listed in local newspaper***
☒ ***Survey of similar unassisted units in the neighborhood***
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA’s payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☒ ***100% of FMR***
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ ***Annually***
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ ***Success rates of assisted families***
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☒ ***\$1-\$25***
- ☐ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

Residents may apply for an exemption to the minimum rent based on a medical hardship.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. *See Attachment A*
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	359	100
Section 8 Vouchers	237	100
Section 8 Certificates	n/a	n/a
Section 8 Mod Rehab	n/a	n/a
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	n/a
Public Housing Drug Elimination Program (PHDEP)	n/a	n/a
Other Federal Programs(list individually)	n/a	n/a

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

<i>10 mph Speed Policy</i>	<i>Parking Policy</i>
<i>Admission and Continued Occupancy Policy</i>	<i>Patio Trash Plan</i>
<i>Biking, Skateboarding, In-line/Roller Skates Policy</i>	<i>Personnel Policy</i>
<i>Carpet Policy</i>	<i>Pet Policy</i>
<i>Capitalization Policy</i>	<i>Petty Cash Policy</i>
<i>Charge Schedule</i>	<i>Procurement Policy</i>
<i>Community Service & Self Sufficiency Policy</i>	<i>Rent Collection Policy</i>
<i>Disposition Policy</i>	<i>Safety & Security Policy</i>
<i>Drug Free Workplace Policy</i>	<i>Screening Policy</i>
<i>Grievance Procedure</i>	<i>Upfront Income Verification Policy</i>
<i>Information Technology Security Policy</i>	<i>Utility Allowances</i>
<i>Minimum Rent & Exemption Policy</i>	<i>Violence Against Women Act</i>

(2) Section 8 Management: (list below)

<i>Administrative Plan</i>	
<i>Disposition Policy</i>	<i>Petty Cash Policy</i>

Drug Free Workplace Policy
Grievance Procedure
Information Technology Security Policy
Minimum Rent & Exemption Policy
Payment Standards
Personnel Policy

Portability Policy
Procurement Policy
Screening Policy
Upfront Income Verification Policy
Utility Allowances
Violence Against Women Act

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ ***PHA main administrative office***
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ ***PHA main administrative office***
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

Attachment B – FY 2007 Capital Fund Program Annual Statement

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

Attachment C – FY 2008 Capital Fund Program 5-Year Action Plan

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? **(if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)**
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway
- ☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- ☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? **(If “No”, skip to component 9; if “yes”, complete one activity description for each development.)**

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

Westgate Towers –mixed population of elderly families and disabled families

Southoak Towers – mixed population of elderly families and disabled families

Camelot Towers – mixed population of disabled families

Family Sites (scattered)

2. Activity Description

☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? **If “yes”, skip to component 10.** If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: <i>Westgate Towers</i>
1b. Development (project) number: IA 004-001
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>Westgate Towers 97 units, Southoak Towers 99 units.</i>
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
Designation of Public Housing Activity Description
1a. Development name: <i>Southoak Towers</i>
1b. Development (project) number: IA 004-001
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one)

<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>Westgate Towers 97 units, Southoak Towers 99 units.</i>
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
Designation of Public Housing Activity Description
1a. Development name: Camelot Towers
1b. Development (project) number: IA 004-002
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>Camelot Towers 99.</i>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If

“yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). **(If “No”, skip to component 11B; if**

“yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ ***Client referrals***
☒ ***Information sharing regarding mutual clients (for rent determinations and otherwise)***
☒ ***Coordinate the provision of specific social and self-sufficiency services and programs to eligible families***
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ ***Public housing rent determination policies***
☒ ***Public housing admissions policies***
☒ ***Section 8 admissions policies***
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☒ Other policies (list below)

9/24/2003 RESOLUTION 19-03 COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

9/24/2003 RESOLUTION 19-03 COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>COMMUNITY SERVICE & SELF-SUFFICIENCY VOLUNTEER SERVICE</i>	<i>18</i>	<i>Volunteers</i>	<i>Community</i>	<i>Public Housing</i>
<i>RETIRED SENIOR VOLUNTEER PROGRAM</i>	<i>91</i>	<i>Volunteers</i>	<i>Agencies</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	n/a	n/a
Section 8	Requested exemption for FSS Program	Original program size was 35.

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:
Requested exemption because the number of potential families for FSS has fallen to 78 from 190.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ **Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies**
 - ☒ **Informing residents of new policy on admission and reexamination**
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

See Attachment K – Community Service & Self Sufficiency

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - ☐ Residents fearful for their safety and/or the safety of their children
 - ☒ Observed lower-level crime, vandalism and/or graffiti

Ottumwa Housing Authority and Ottumwa Police Dept. was the recipient of one of the original COPS grants.

- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ ***Safety and security survey of residents***
- ☒ ***Analysis of crime statistics over time for crimes committed “in and around” public housing authority***
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ ***Resident reports***
- ☒ ***PHA employee reports***
- ☒ ***Police reports***
- ☒ ***Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs***
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

IA-004-001 Southoak & Westgate Towers

IA-004-002 Camelot Towers

IA-004-003 Family Public Housing Scattered Sites

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ ***Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities***
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

IA-004-001 Southoak & Westgate Towers

IA-004-002 Camelot Towers

IA-004-003 Family Public Housing Scattered Sites

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☒ *Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)*
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ *Police regularly meet with the PHA management and residents*
- ☒ *Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services*
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

IA-004-001 Southoak & Westgate Towers

IA-004-002 Camelot Towers

IA-004-003 Family Public Housing Scattered Sites

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment L

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management
☒ ***Development-based accounting***
☒ ***Comprehensive stock assessment***
Beginning this process by hiring engineering consultants to determine replacement/repair plan for plumbing and sewer systems.
☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached at Attachment (File name) ***Attachment J***

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☒ ***Considered comments, but determined that no changes to the PHA Plan were necessary.***

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; ***if yes, skip to sub-component C.***)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; ***if no, skip to sub-component C.***)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

☐ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ ***The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.***
 - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ ***Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.*** (list below)
 - ☐ Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
***Submitted the OHA Annual Plan for statement of consistency to:
State of Iowa Department of Economic Development
200 East Grand Avenue, Des Moines, IA 50309***

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

The Ottumwa Housing Authority continues its efforts to provide high quality, affordable housing promoting a positive living environment at all of our properties. Ottumwa Housing Authority staff acts in a professional manner to provide residents, participants, and applicant's opportunities including support to maintain independent living and to access community services from cooperating service agencies.

The Ottumwa Housing Authority works with its resident advisory group every month to include their concerns as the staff works to maintain its high performing scores in PHAS and SEMAP. The addition of security services has been found by residents and staff to meet a need identified. If the Operating Subsidy proration does not prevent it, security services are planned to be expanded to another site.

The Ottumwa Housing Authority works with community agencies to educate their staffs on how to refer clients seeking housing assistance. Ottumwa Housing Authority staff participates with other agencies belonging to the Wapello County Human Resource Association serving Ottumwa as the local homeless coordinating board and the support system for the Ottumwa Continuum of Care exploratory committee. The Ottumwa Housing Authority works with the New Iowan Center, Wapello County Human Resource Association Diversity Committee, the Ottumwa Human Rights

Commission, and the Indian Hills Community College Adult Basic Education English as a Second Language Program to reach minority groups within our community.

B. Criteria for Substantial Deviations and Significant Amendments

The Ottumwa Housing Authority will notify its Residents Advisory Group for input. The Board of Commissioners will approve modifications to the Annual Plan. Capital Fund Budgets will be revised as needed with Residents Advisory Group participation and Board of Commissioners approval.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

ATTACHMENT A: MANAGEMENT ORGANIZATIONAL CHART

EXECUTIVE DIRECTOR

*DIRECTOR
OF OPERATIONS*

ELDERLY
SERVICES
COORDINATOR

*PUBLIC HOUSING
PROGRAM MANAGER*

*SECTION 8 HCV
PROGRAM
MANAGER*

OFFICE MANAGER

FAMILY SITES
OPERATIONS
MAINTENANCE
MECHANIC

HOUSING
SPECIALIST I

HOUSING SPECIALIST I/
INSPECTOR

DATA ENTRY
/FILING CLERK

WESTGATE OPERATIONS
MAINTENANCE
SUPERINTENDENT

*HOUSING OFFICER
(OPD contract)*

SOUTHOAK OPERATIONS
MAINTENANCE
SUPERINTENDENT

CAMELOT OPERATIONS
MAINTENANCE
SUPERINTENDENT

OPERATIONS MAINTENANCE
ASSISTANT

OPERATIONS MAINTENANCE
HELPER

OPERATIONS MAINTENANCE
HELPER/CASUAL MOWER

ATTACHMENT B: FY 2008 CAPITAL FUND PROGRAM ANNUAL STATEMENT

**Annual Statement Capital Fund Program (CFP) Part I: Summary
2008 Capital Fund Program Annual Statement Parts I, II, and II**

Capital Fund Grant Number IA05P00450108 FFY of Grant Approval: (2008)

☒ **Original Annual Statement**

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	40,000
3	1408 Management Improvements	64,100
4	1410 Administration	45,590
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	290,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling Equipment	16,266
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	455,956
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	61,100
24	Amount of line 20 Related to Energy Conservation Measures	form HUD 50075 (03/2003)

Annual Statement

2008 Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Wide	Operations	1406	40,000
Wide	Management Improvements		
	Computer Software	1408	3,000
	Security-Housing Authority Officer	1408	61,100
Wide	Administration	1410	45,590
IA 004-001	Dwelling Structures		
	Plumbing Improvements	1460	290,000
	Southoak Towers		
IA 004-002			
IA 004-003			
Wide	Non-Dwelling Equipment		
	Small Tools	1475	5,956
	Computer Hardware	1475	10,310

Annual Statement**2008 Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Wide	September 30, 2010	September 30, 2012
IA004-001	September 30, 2010	September 30, 2012
IA004-002	September 30, 2010	September 30, 2012
IA004-003	September 30, 2010	September 30, 2012

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Ottumwa Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1 2008	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Work Statement for Year 5 FFY Grant: 2012 PHA FY:
IA004-01 Westgate & Southoak	Annual Statement	Replace Refrigerators	Replace Washers & Dryers	Replace Westgate Roof Replace Washers & Dryers	Rewire Fire Alarm (Westgate)
		Replace Kitchen Floor Tile		Replace Westgate Garage Louvered Closet Doors	Resurface parking & drives Replace Southoak Roof
IA004-02 Camelot		Replace Refrigerators	Replace Stoves		
		Rear Driveway Replacements	Fire Alarm		
			Replace Washers & Dryers		
IA004-03 Family		Shower Controls		Stair Railings	Replace Refrigerators
		Maintenance Garage Addition	Walks/driveways	Chain Link fence	Walks/driveways (Jay St.)
		Resurface Asphalt	Replace stoves		
IA004 Wide		Computer Hardware	Computer Hardware		
		Small Tools	Small Tools	Small Tools	Small Tools
		Riding Lawnmower	Riding Lawnmower	Riding Lawnmower	Riding Lawnmower
		Vehicle replacement	Vehicle replacement		
IA004 Mgmt Imprv		OHA Officer	OHA Officer	OHA Officer	OHA Officer
IA004 Operations		Operations	Operations	Operations	Operations
IA004 Admin		Coordinator/Clerk of Works	Coordinator/Clerk of Works	Coordinator/Clerk of Works	Coordinator/Clerk of Works
CFP Funds Listed for 5-year planning		\$455,956	\$455,956	\$455,956	\$455,956

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2009 PHA FY:			Activities for Year: 3 FFY Grant: 2010 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	IA004-01 Westgate & Southoak	Replace Refrigerators Westgate	40000	IA004-01 Westgate & Southoak	Replace Washers & Dryers	15000
Annual		Plumbing Improvements Southoak	120000		Replace Refrigerators Southoak	44000
Statement					Replace Kitchen Floor Tile	23900
				IA004-02 Camelot	Replace Stoves	30000
	IA004-02 Camelot	Replace Refrigerators	40000		Replace Fire Alarm	85000
		Rear Driveway Replacements	30000		Replace Washers & Dryers	7000
	IA004-03 Family	Resurface Asphalt	25000	IA004-03 Family	Walks & Driveways (Taft Circle & Avenue)	50610
				IA004 Wide	Computer Hardware	5000
	IA004 Wide	Computer Hardware	7310		Small Tools	5956
		Small Tools	5956		Riding Lawnmower	20000
		Riding Lawnmower	20000		Vehicle replacement	20000
		Vehicle replacement	20000			
	IA004 Mgmt Imprv	OHA Officer	62100	IA004 Mgmt Imprv	OHA Officer	63900
	IA004 Operations	Operations	40000	IA004 Operations	Operations	40000
	IA004 Admin	Coordinator/Clerk of Works	45590	IA004 Admin	Coordinator/Clerk of Works	45590
		Total CFP Estimated Cost	\$455,956		Total CFP Estimated Cost	\$455,956

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u>4</u> FFY Grant: 2011 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2012 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>IA004-01 Westgate & Southoak</i>	Replace Westgate Roof	75000	<i>IA004-01 Westgate & Southoak</i>	Rewire Fire Alarm (Westgate)	20000
	Replace Washers & Dryers	10000		Resurface parking & drives	48410
	Replace Westgate Garage	15000		Replace Southoak Roof	85000
	Louvered Closet Doors	106510			
<i>IA004-02 Camelot</i>			<i>IA004-02 Camelot</i>		
<i>IA004-03 Family</i>	Stair Railings	24000	<i>IA004-03 Family</i>	Replace Refrigerators	32000
				Walks/driveways (Jay St.)	54000
	Maintenance Garage Addition	20000		Chain Link fence	20000
	Replace Stoves	30000			
<i>IA004 Wide</i>	Small Tools	5956	<i>IA004 Wide</i>	Small Tools	5956
	Riding Lawnmower	20000		Riding Lawnmower	20000
				Vehicle replacement	20000
<i>IA004 Mgmt Imprv</i>	OHA Officer	63900	<i>IA004 Mgmt Imprv</i>	OHA Officer	65000
<i>IA004 Operations</i>	Operations	40000	<i>IA004 Operations</i>	Operations	40000
<i>IA004 Admin</i>	Coordinator/Clerk of Works	45590	<i>IA004 Admin</i>	Coordinator/Clerk of Works	45590
	Total CFP Estimated Cost	\$455,956		Total CFP Estimated Cost	\$455,956

ATTACHMENT D: 2007 CAPITAL FUND P & E**2008 Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 6 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/30/07 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original 9/12/2007		Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	40,000.00		0	0
3	1408 Management Improvements	61,300.00		0	0
4	1410 Administration	45,590.00		0	0
5	1411 Audit			0	0
6	1415 Liquidated Damages			0	0
7	1430 Fees and Costs	51,500.00		0	0
8	1440 Site Acquisition			0	0
9	1450 Site Improvement			0	0
10	1460 Dwelling Structures	246,610.00		36,011.74	36,011.74
11	1465.1 Dwelling Equipment—Nonexpendable			0	0
12	1470 Nondwelling Structures			0	0
13	1475 Nondwelling Equipment	10,956.00		1,860.00	1,860.00
14	1485 Demolition			0	0
15	1490 Replacement Reserve			0	0
16	1492 Moving to Work Demonstration			0	0
17	1495.1 Relocation Costs			0	0
18	1499 Development Activities			0	0
19	1501 Collateralization or Debt Service			0	0
20	1502 Contingency			0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	455,956.00		37,871.74	37,871.74
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	59,300.00		59,300.00	59,300.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

ATTACHMENT D: 2007 CAPITAL FUND P & E

2008 Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2007 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original 9/12/2007		Funds Obligated	Funds Expended	
IA 04-01 Westgate & Southoak Towers	Water & Sewer Line Replacement		1460	246,610		36,011.74	36,011.74	
	Engineering Plumbing Improvements Southoak		1430	51,500.00		0	0	
IA04-02 Camelot Towers								
IA04-03 Family Sites								
Non Dwelling Equipment	Computer Hardware		1475	5000.00		1860.00	1860.00	
HA Wide	Small Tools		1475	5956.00		0	0	
Operations	Operations		1406	60,000.00		0	0	
Management Improvements	Computer Software		1408	2000.00		0	0	
	Security-H.A. Officer		1408	58,300.00		0	0	
Administration	Coordinator/Clerk of Works		1410	45,590.00		0	0	
	Total			455,956		37,871.74	37,871.74	

ATTACHMENT D: 2006 CAPITAL FUND P & E**2008 Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2006 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/30/07 Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original 7/18/2006	Rev. 1 3/28/07	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	60,000.00	60,000.00	0	0
3	1408 Management Improvements	60,700.00	60,900.00	58,930.22	21,268.48
4	1410 Administration	48,900.00	45,760.00	23,018.51	23,018.51
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	205,400.00	234,465.50	340,371.15	340,371.15
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	46,938.00	56,511.50	35,317.12	35,317.12
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	421,938.00	457,637.00	457,637.00	419,975.26
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	58,700.00	58,900.00	56,930.22	19,268.48
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

ATTACHMENT D: 2006 CAPITAL FUND P & E

2008 Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2006 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original 7/18/06	Rev. 1 3/28/07	Funds Obligated	Funds Expended	
IA 04-01 Westgate & Southoak Towers	Water & Sewer Line Replacement		1460	205400	217265.50	340371.15	340371.15	Completed
	Main Door Entry System		1460		116,000	0	0	Moved to Gen. Fund
IA04-02 Camelot Towers	Main Door Entry System		1460		5600.00	0	0	Moved to Gen. Fund
IA04-03 Family Sites								
	Copier/Scanner		1475	16000	8100	8071	8071	Completed
Non Dwelling Equipment	Riding Lawn Mower		1475	23000	16000	0	0	Moved to 2008 CFP
HA Wide	Vehicle Replacement		1475	2500	21197	21197	21197	Completed
	Computer Hardware		1475	5438	5214.50	5214.50	5214.50	Completed
	Small Tools		1475	60000	6000	834.62	834.62	Completed
Operations	Operations		1406	2000	60000	0	0	
Management Improvements	Computer Software		1408	58700	2000	2000	2000	Completed
	Security-H.A. Officer		1408		58900	56930.22	19268.48	
Administration	Coordinator/Clerk of Works		1410	48900	45760	23018.51	23018.51	Completed
	TOTALS			457,637	457,637	457,637	419,975.26	

ATTACHMENT E: 2005 CAPITAL FUND P & E**2008 Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: OTTUMWA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: 2005 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no:)

☒ Performance and Evaluation Report for Period Ending: 11/30/07
 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original 8/18/2005	Rev 1 3/28/2007	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	60,000.00	40,000.00	40,000.00	40,000.00
3	1408 Management Improvements	62,900.00	58,073.95	58,071.60	58,071.60
4	1410 Administration	46,560.00	46,560.00	40,300.02	40,300.02
5	1411 Audit			0	0
6	1415 Liquidated Damages			0	0
7	1430 Fees and Costs	21,600.00	25,996.57	25,996.57	23,251.07
8	1440 Site Acquisition			0	0
9	1450 Site Improvement			0	0
10	1460 Dwelling Structures	266,440.00	290,057.17	296,319.50	296,319.50
11	1465.1 Dwelling Equipment—Nonexpendable			0	0
12	1470 Nondwelling Structures			0	0
13	1475 Nondwelling Equipment	8,192.00	5,004.31	5,004.31	5,004.31
14	1485 Demolition			0	0
15	1490 Replacement Reserve			0	0
16	1492 Moving to Work Demonstration			0	0
17	1495.1 Relocation Costs			0	0
18	1499 Development Activities			0	0
19	1501 Collateralization or Debt Service			0	0
20	1502 Contingency			0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	465,692.00	465,692.00	465,692.00	462,946.50
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	58,900.00	56,073.95	56,071.60	56,071.60
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

ATTACHMENT E: 2005 CAPITAL FUND P & E

2008 Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2005 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original 8/18/05	Rev 1 3/28/2007	Obligated	Expended	
IA 04-01 Westgate & Southoak Towers	Engineering Fees		1430	21600	25,996.57	25,996.57	23,251.07	
	Water & Sewer Line Replacement		1460	266440	290057.17	296319.50	296319.50	Completed
IA04-02 Camelot Towers								
IA04-03 Family Sites								
Non Dwelling Equipment	Computer Hardware		1475	2500	3120.24	3120.24	3120.24	Completed
HA Wide	Small Tools		1475	5692	1884.07	1884.07	1884.07	Completed
Operations	Operations		1406	60000	40000	40000	40000	Completed
Management Improvements	Computer Software		1408	2000	2000	2000.00	2000.00	Completed
	Staff Training		1408	2000	2000	0	0	Moved to General Fund
	Security-H.A. Officer		1408	58900	56073.95	56,071.60	56,071.60	Completed
Administration	Coordinator/Clerk of Works		1410	46560	46560	40,300.02	40,300.02	Completed
	TOTALS			465,692	465,692	465,692	462,946.50	

ATTACHMENT F: 2004 CAPITAL FUND P & E**2008 Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: OTTUMWA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: 4 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☒ Revised Annual Statement (revision no:3)

☒ Performance and Evaluation Report for Period Ending: 11/30/07
 ☒ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Rev 1 12/31/2005	Rev 2 4/30/2006	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	60,000.00	60,000.00	60,000.00	60,000.00
3	1408 Management Improvements	57,056.74	53,343.04	53,341.90	53,341.90
4	1410 Administration	50,250.00	42,898.39	43,266.76	43,266.76
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	30,000.00	28,913.43	28,913.43
8	1440 Site Acquisition				
9	1450 Site Improvement	22,765.00	44,507.66	46,412.00	46,412.00
10	1460 Dwelling Structures	230586.26	218317.43	218,317.43	218,317.43
11	1465.1 Dwelling Equipment—Nonexpendable			0	0
12	1470 Nondwelling Structures			0	0
13	1475 Nondwelling Equipment	51,874.00	53,465.48	52,280.48	52,280.48
14	1485 Demolition			0	0
15	1490 Replacement Reserve			0	0
16	1492 Moving to Work Demonstration			0	0
17	1495.1 Relocation Costs			0	0
18	1499 Development Activities			0	0
19	1501 Collateralization or Debt Service			0	0
20	1502 Contingency			0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	502,532.00	502,532.00	502,532.00	502,532.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	53,056.74	53,056.74	53,055.60	53,055.60
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

ATTACHMENT F: 2004 CAPITAL FUND P & E

2008 Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2004 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
				Rev 1 12/31/2005	Rev 2 4/30/2006	Funds Obligated 11/30/07	Funds Expended 11/30/07	
IA 04-01 Westgate & Southoak Towers	Laundry Equip		1475	15238	15238	15238	15238	Completed
	Concrete Repair		1450	0	21,742.66	23,647.00	23,647.00	Completed
	Water & Sewer Systems Engineering		1430	30000	30,000	28,913.43	28,913.43	Completed
	Water & Sewer Replacement		1460	18560.12	0	0	0	Moved to 2005 CFP
	Tuckpoint Brick Southoak		1460	139784	139,784	139,784.0 0	139,784.0 0	Completed
	Ground Fault Receptacles		1460	0	0	0	0	Moved to 2003 CFP
IA04-02 Camelot Towers	Re-tube Boilers (Emergency)		1460	2500.00	2325.25	2325.25	2325.25	Completed
	Ground Fault Receptacles		1460	0	0	0	0	Moved to 2003 CFP
IA04-03 Family Sites	Closet Doors		1460	19292.14	19,292.14	19,292.14	19,292.14	Completed
	Closet Doors Forced Labor		1460	10000	1,6673.24	16,673.24	16,673.24	Completed
	Ground Fault Receptacles		1460	0	0	0	0	Moved to 2003 CFP
	Storage Shed Doors		1460	23450	23,450	23,450	23,450	Completed
	Driveway Repairs		1450	22765	22,765	22,765	22,765	Completed

ATTACHMENT F: 2004 CAPITAL FUND P & E

2008 Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2004 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
				Rev 1 12/31/2005	Rev 2 4/30/2006	Funds Obligated 11/30/07	Funds Expended 11/30/07	
	Storm Doors (Emergency)		1460	17000	16792.80	16792.80	16792.80	Completed
Non Dwelling Equipment	Computer Hardware		1475	2500	438	438	438	Completed
HA Wide	Small Tools		1475	5532	1585.48	1585.48	1585.48	Completed
	Sand & Salt Spreader		1475	3045	3045	3045	3045	Completed
	Maintenance Trailer		1475	0	3100	3100	3100	Completed
	Repaint Recycling Trailers		1475	0	4500	3315	3315	Completed
	Equipment Trailer		1475	3280	3280	3280	3280	Completed
	Riding Lawn Mowers		1475	13848	13848	13848	13848	Completed
	Photocopier		1475	8431	8431	8431	8431	Completed
	Operations		1406	60000	60000	60000	60000	Completed
Non Dwelling Equipment	Computer Software		1408	2000	286.30	286.30	286.30	Completed
HA Wide	Staff Training		1408	2000	0	0	0	Completed
Operations	Security-H.A. Officer		1408	53056.74	53055.60	53055.60	53055.60	Completed
Management Improvements	Coordinator/Clerk of Works		1410	50250	42898.39	43266.76	43266.76	Completed
	Totals			502,532	502,532	502,532	502,532	

ATTACHMENT H: LIST OF RESIDENT ADVISORY BOARD MEMBERS

- Colleen Allen
- Mary Anders
- Alma Jean Coffin
- Bettie Cowger
- Emma Davis
- Mikki Deevers
- Leonard Downing
- Martha Galletta
- Eunice Graham
- Marguerite Hockersmith
- Roman Iwanski
- Sharon Jones
- Charles Meeker
- Esther Nichols
- Yvonne Olson
- Ethel Orona
- Cleora Randolph
- Doris Whitten
- Janet Yeoman

ATTACHMENT I: LIST OF RESIDENT BOARD MEMBER

Roman Iwanski, Southoak Towers, 102 West Finley Ave., Apt. 402, Ottumwa, IA 52501
Member of Ottumwa Housing Authority Board of Commissioners
Served November 2005 to November 2007

Ethel Orona, Camelot Towers, 827 Albia Road, Apt. 806, Ottumwa, IA 52501
Newly Appointed Member of Ottumwa Housing Authority Board of Commissioners
Effective December 19, 2007

ATTACHMENT J: COMMENTS OF RESIDENT ADVISORY BOARD

We as representatives at Camelot Towers residents are grateful and very appreciative of all the grateful things Ottumwa Housing Authority has provided for us in the past and in the future. We would like to have a plug on the first light pole. We also appreciate the constant up keep of our building. We are looking forward to the replacement of new doors on cabinets in the Community Room kitchen. Also, more plug-ins are needed in the kitchen. We are trying to buy a freezer for the kitchen use. Again we are grateful for the excellent maintenance provided for us by the Ottumwa Housing Authority and for a safe place to live. Sincerely, Janet Yeoman, President; Leonard Downing, Treasurer; Eunice Graham, Vice President; Ethel Orona, Secretary

We, as representatives of the Southoak Towers residents, appreciate everything that Ottumwa Housing Authority has done for us at Southoak Towers. We are grateful for many of the vast improvements that have been done over the years. We are grateful for the work that is done by the maintenance staff and for the excellent upkeep of the building and grounds. We are also very grateful for the new entry system which makes the building more secure and safe. We are looking forward of the planned project in the improvements of the water and sewer system here at Southoak Towers. This has been a long awaited project and one that is greatly needed. This should help alleviate some of the major plumbing problems. We also look forward to in the near future of replacing the refrigerators and replacing the kitchen floor file. Once again, we wish to thank the Housing Authority for all they have done for us at Southoak Towers and that there will be sufficient funds for the completion of the water and sewer systems.

Roman C. Iwanski, President; Colleen Allen, Vice President; Alma Coffin, Secretary; Yvonne Olson, Treasurer

We, as representatives of Westgate Towers, would like to thank you for everything you have done for us in the past. We greatly appreciate our new water and sewer lines; also the new curbing in our handicap area and sidewalk. The new carpet in our entryway and new paint four our elevators. The new security system is making us feel m ore secure. We sincerely appreciate our maintenance people for their fantastic job of keeping us clean and looking good all year long.

Emma Davis, President; Sharon Jones, Vice President; Mikki Deevers, Secretary; Esther Nichols, Treasurer

ATTACHMENT K: COMMUNITY SERVICE & SELF SUFFICIENCY

RESOLUTION 19-03 RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE OTTUMWA HOUSING AUTHORITY RESOLUTION APPROVING Ottumwa Housing Authority

COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

A. Definitions

B. Community Service - volunteer work which includes, but is not limited to:

- . Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- . Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations;
- . Work at the Authority to help improve physical conditions;
- . Work at the Authority to help with children's programs;
- . Work at the Authority to help with senior programs;
- . Helping neighborhood groups with special projects;
- . Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- . Caring for the children of other residents so they may volunteer.

NOTE: Political activity is excluded.

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Self Sufficiency Activities - activities, that include, but are not limited to:

- . Job readiness programs;
- . Job training programs;
- . GED classes;
- . Substance abuse or mental health counseling;
- . English proficiency or literacy (reading) classes;
- . Apprenticeships;
- . Budgeting and credit counseling;
- . Any kind of class that helps a person toward economic independence; and,
- . Full time student status at any school, college or vocational school.

Exempt Adult - an adult member of the family who

- . Is 62 years of age or older;
- . Has a disability that prevents him/her from being gainfully employed; and unable to fulfill the community service requirements;
- . Is the caretaker of a disabled person;
- . Is working at least 20 hours per week; or
- . Is participating in a welfare to work program.

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.

1. To the greatest extent possible and practicable, the Authority will:
 - provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. *(According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement); and*

- provide in-house opportunities for volunteer work or self sufficiency programs.
2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.

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3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Noncompliance of family member:
 - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
 - If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;
 - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
 - The family may use the Authority's Grievance Procedure to protest the lease termination.

Passed and adopted this 24th day of September, 2003

OTTUMWA HOUSING AUTHORITY

ATTEST:

By: Allan L. Seim, Chairperson

Daniel V. Stroda, Executive Director

ATTACHMENT L: PET POLICY

OTTUMWA HOUSING AUTHORITY

IA004

PET POLICY

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families must request and receive permission to keep a common household pet **prior** to bringing a pet into the household. Households may keep one cat or one dog or either one or two guinea pigs, hamsters, rabbits, birds or fish in an aquarium or lizards as common household pet(s) if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at the annual reexamination. Pet ownership is allowed in public housing properties designated by the Ottumwa Housing Authority.

No vicious or intimidating animal or pet is to be kept on the premises. The tenant will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

Payment

The PHA will charge a non-refundable Pet Privilege Fee of \$100 for each household with a pet. This fee is intended to cover the reasonable operating costs to the project.

The PHA will, in addition, charge a refundable pet deposit of \$100 for each dog or cat and \$50 for either one or two guinea pigs, hamsters, rabbits, and birds, for fish or lizards in aquariums. This fee is intended to cover additional costs not otherwise covered.

The PHA will refund the unused portion of the deposit to the resident within 30 days of the move-out.

Limitations

PHA authorization for pet(s) will be given on a year-by-year basis. No pet will be allowed if weight exceeds 20 pounds. The 20 pound limit is for the expected adult weight of the animal. No immature animals of 20 pounds will be allowed. No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:

- Any animal whose bite is venomous.
- Any animal who has previously bitten anyone.
- Fish aquariums must be approved by Ottumwa Housing Authority staff.

Registration

Registration must include the following:

- A certificate signed by a licensed veterinarian stating that the common household pet has received timely all inoculations currently required by state and local laws.
- All animals requiring a license must maintain a current license obtained from the City of Ottumwa.
- A picture of the common household pet must be provided at time of registration.
- Name, address and phone number of person to be responsible for pet in resident's absence.
- All animals are to be spayed or neutered.

No animal or pet may be kept in violation of humane or health laws. The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

Animal Restraint

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc. All pets must be on a leash or restrained at all times when not in the rental unit.

Sanitation Standards

Any animal or pet waste deposited in any animal or pet animal exercise area must be removed immediately by the pet owner. Exercise areas will be identified by the Ottumwa Housing Authority at each designated public housing property.

Tenants will take adequate precautions to eliminate any animal or pet odors within or around the apartment and maintain the apartment in a sanitary condition at all times.

If a litter box is used in the apartment, it must be emptied daily and contents placed in a heavy plastic bag into the garbage container immediately.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside area.

Tenants are prohibited from feeding stray animals. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

Tenants will not alter their unit, patio or unit area to create an enclosure for a common household pet.

OTTUMWA HOUSING AUTHORITY**IA004****Potential Problems and Solutions**

Tenants will not permit any disturbances by their pets which would interfere with the quiet enjoyment of other tenants; whether by loud barking, howling, biting, scratching, chirping or other such activities.

The Ottumwa Housing Authority staff may enter the pet owner's apartment with notice to inspect the premises when circumstances so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents.

The action may include also placing the tenant's pet in a facility to provide care and shelter for a period not to exceed 30 days.

If the pet is threatened by the incapacitation or death of the owner, (or by extreme negligence,) and the designated alternate is unwilling or unable to care for the pet, the Ottumwa Housing Authority may place the pet in proper facility for up to 30 days. If there is no other solution at the end of 30 days, the Executive Director may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

The authorization for a common household pet may be revoked at any time subject to the Ottumwa Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Tenants who violate these rules are subject to:

- Mandatory removal of the pet from the premises within 3 days of notice from the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.
- Lease termination proceedings.

This policy will be incorporated by reference into the Dwelling Lease signed by the tenant, and therefore, violation of the above Policy will be grounds for termination of the lease.

The tenant agrees to indemnify, defend and hold harmless from and against any and all claims, actions suits, judgments and demands brought by any of the tenant's pets.

**ATTACHMENT M: UPFRONT INCOME VERIFICATION (UIV)
CERTIFICATION**

The Ottumwa Housing Authority certifies to the U. S. Department of Housing and Urban Development that with Resolution 02-05 approved on January 10, 2005 its Public Housing Admissions and Continued Policy was amended to include the use of the Upfront Income Verification process and with Resolution 03-05 approved on January 10, 2005 its Section 8 Housing Choice Voucher Program Administration Plan was amended to include the use of the Upfront Income Verification process.

The Ottumwa Housing Authority certifies to the U. S. Department of Housing and Urban Development that with Resolution 25A-05 approved on October 26, 2005 its Public Housing Admissions and Continued Policy was amended to include the use of the Enterprise Income Verification process and with Resolution 25B-05 approved on October 26, 2005 its Section 8 Housing Choice Voucher Program Administration Plan was amended to include the use of the Enterprise Income Verification process.

ATTACHMENT N: Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	2007 Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
SOUTH OAK IA004000001P 102 W FINLEY	103			n/a	n/a	n/a	n/a	n/a
WESTGATE IA004000002P 910 W 2 ND	97			n/a	n/a	n/a	n/a	n/a
CAMELOT IA004000002P 825 ALBIA ROAD	99			n/a	n/a	n/a	n/a	n/a
FAMILY SITES IA004000003P SCATTERED SITES	60			n/a	n/a	n/a	n/a	n/a

Attachment O: Assessment of Site-Based Waiting List Development Demographic Characteristics

Ottumwa Housing Authority

IA004-001

Westgate Towers - 910 West Second St., Ottumwa, IA 52501

	December 2006	%	December 2007	%	Change
Units	97	N/A	97	N/A	N/A
Apts Occupied	94	97%	93	96%	-1.0%

Race	December 2006	%	December 2007	%	Change
White	90	95.75 %	90	96.77%	1.02%
Black	2	2.13%	2	2.15%	0.02%
Native American or Alaskan	0	0.00%	0	0.00%	0.00%
Asian	1	1.06%	1	1.0%	0.02%
Pacific Islander / Hawaiian	0	0.00%	0	0.00%	0.00%
Mixed	1	1.06%	0	0.00%	-1.06%

Ethnicity	December 2006	%	December 2007	%	Change
Hispanic	1	1.06%	1	1.08%	0.02%
Non-Hispanic	93	98.94%	92	98.92%	-0.02%

Disability	December 2006	%	December 2007	%	Change
Disabled	39	41.49%	32	34.4%	7.08%
Elderly	52	55.32%	60	64.51%	9.19%
Near Elderly	3	3.19%	1	1.08%	-2.11%

Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.

Assessment of Site-Based Waiting List

Development Demographic Characteristics

Ottumwa Housing Authority

IA004-001

Southoak Towers - 102 W. Finley Ave., Ottumwa, IA 52501

	December 2006	%	December 2007	%	Change
Units	103	N/A	103	N/A	N/A
Apts Occupied	103	100%	103	100%	0.00%

Race	December 2006	%	December 2007	%	Change
White	100	97.09%	96	96%	-1.09%
Black	2	1.94%	2	2.0%	0.06%
Native American or Alaskan	0	0.00%	1	1.0%	1.0%
Asian	0	0.00%	0	0.00%	0.00%
Pacific Islander / Hawaiian	0	0.00%	0	0.00%	0.00%
Mixed	1	0.97%	1	1.0%	0.03%

Ethnicity	December 2006	%	December 2007	%	Change
Hispanic	2	1.94%	2	0.00%	0.06%
Non-Hispanic	101	98.06%	98	0.00%	-0.06%

Disability	December 2006	%	December 2007	%	Change
Disabled	20	19.42%	18	18%	-1.42%
Elderly	81	78.64%	80	80%	1.36%
Near Elderly	2	1.94%	2	2%	0.06%

Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.

Assessment of Site-Based Waiting List

Development Demographic Characteristics

Ottumwa Housing Authority

IA004-002

Camelot Towers - 827 Albia Road, Ottumwa, IA 52501

	December 2006	%	December 2007	%	Change
Units	99	N/A	99	N/A	N/A
Apts Occupied	91	91.92%	90	90.91%	-1.01%

Race	December 2006	%	December 2007	%	Change
White	87	95.60%	84	93.33%	-2.27%
Black	3	3.29%	3	3.33%	0.04%
Native American or Alaskan	0	0.00%	1	1.11%	1.11%
Asian	0	0.00%	0	0.00%	0.00%
Pacific Islander / Hawaiian	0	0.00%	0	0.00%	0.00%
Mixed	1	1.10%	2	2.22%	1.12%

Ethnicity	December 2006	%	December 2007	%	Change
Hispanic	0	0.00%	1	1.11	1.11%
Non-Hispanic	91	100%	89	98.89	-1.11%

Disability	December 2006	%		%	Change
Disabled	49	53.85%	41	45.56	-8.29%
Elderly	42	46.15%	44	48.84	2.74%
Near Elderly	0	0.00%	5	5.55	5.55%

Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.

**Assessment of Site-Based Waiting List
Development Demographic Characteristics**

Ottumwa Housing Authority

IA004-003

Family Units -

N. Fellows, Jay St., Taft Ave., Taft Circle, Elm Ct., Hedrick Heights, Fairview

	December 2006	%	December 2007	%	Change
Units	60	N/A	60	N/A	N/A
Apts Occupied	52	86.67%	57	95%	8.33%

Race	December 2006	%	December 2007	%	Change
White	49	94.23%	51	89.47%	-4.76%
Black	2	3.84%	4	7.02%	3.18%
Native American or Alaskan	0	0.00%	0	0.00%	0.00%
Asian	1	1.92%	1	1.25%	-0.17%
Pacific Islander / Hawaiian	0	0.00%	0	0.00%	0.00%
Mixed	0	0.00%	1	1.75%	1.75%

Ethnicity	December 2006	%	December 2007	%	Change
Hispanic	5	9.62%	1	1.75%	-7.87%
Non-Hispanic	47	90.38%	56	98.25%	7.87%

Disability	December 2006	%	December 2007	%	Change
Disabled	14	26.92%	3	5.26%	-21.66%
Elderly	3	5.76%	3	5.26%	-0.50%
Near Elderly	0	0.00%	0	0.00%	0.00%
Families	35	67.31%	51	89.47%	22.16%

Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.

Attachment P: Violence Against Women Act (VAWA) Policy

RESOLUTION 27-07

RESOLUTION OF THE BOARD OF COMMISSIONERS

OF THE OTTUMWA HOUSING AUTHORITY

RESOLUTION ADOPTING

VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

WHEREAS, it is the desire of the Ottumwa Housing Authority to adopt a policy to identify the activities and services that will be offered to tenants of Public Housing and participants of the Housing Choice Voucher Program if they inquire about an incident involving domestic violence, dating violence, or stalking. Annually or as guidelines require, this policy will reviewed as part of the PHA Annual Plan process and included in the Ottumwa Housing Authority's 5-year Plan.

WHEREAS, it is the desire of the Ottumwa Housing Authority to support its staff who will seek assistance on behalf of the victim, adult or child, from the Ottumwa Police Department and the Crisis Center and Women's Shelter to determine where to refer a victim for help, what activities and services can be accessed immediately and coordinate any follow-up activities or services for the victim. The Ottumwa Housing Authority staff will support the Ottumwa Police Department/Ottumwa Housing Authority liaison officer by assisting victims to complete HUD form 50066. Referrals for direct services will be made on behalf of the victim to the Crisis Center Outreach Program and the Southern Iowa Mental Health Center for evaluation. The Ottumwa Police Department/Ottumwa Housing Authority liaison officer performs Community Policing Activities to provide Ottumwa Housing Authority tenant families the opportunity where adults and children have contact with the Ottumwa Police Department.

WHEREAS, it is the desire of the Ottumwa Housing Authority to assist victims of domestic violence, dating violence, or stalking beginning with information gathering using the HUD form 50066 Certification Of Domestic Violence, Dating Violence, Or Stalking. The Ottumwa Housing Authority staff will use the definitions of "Domestic Violence, Dating Violence, Stalking, And Immediate Family Member" to assist the victim when completing HUD form 50066. Victims will be notified of their rights under VAWA and Ottumwa Housing Authority staff will explain the right to confidentiality and the limits thereof as detailed by HUD form 50066.

BE IT RESOLVED, on this date, December 19, 2007 the Ottumwa Housing Authority adopts Resolution 27-07, authorizing the Ottumwa Housing Authority to use the listed above procedures.

Passed and adopted this 19th day of December, 2007.

Commissioner Ellis made a motion to adopt the Resolution 27-07;

Commissioner Orona seconded the motion. Roll Call: AYES: All NAYES: None ABSENT: Montgomery

OTTUMWA HOUSING AUTHORITY By: Allan L. Seim, Chairman ATTEST: Daniel V. Stroda, Executive Director